

**Unitarian Universalist Congregation of Charlottesville**  
**BOARD OF TRUSTEES Board Minutes**  
**2024 August 24**

*Meeting hosted on Zoom at 6:30pm.*

<https://zoom.us/j/92527903540>

**In attendance** – Pam McIntire (President), Rev Tim Temerson, Tammy Wilt (Secretary), Bev Ryan (VP), Chris Little, Rev Leia Durland Jones, John Griffith, Sylvie Semmelhack, Kay Frazier (Treasurer), Achsah Carrier, Renee Brett

**Absent** – N/A

**Guests** – N/A

**I. Opening - (20 mins)**

- Opening and Closing Words: Sylvie
- Reporter: Chris
- Time Keeper: John
- Process Observer: Tammy

**Reporter** To be done within a week of the board meeting. When you are the Board Reporter you can post your notes directly to the website with this link: <http://uucharlottesville.org/post> and someone from the communications team will review it and put it online. You can also send the text to [communications@uucharlottesville.org](mailto:communications@uucharlottesville.org) and ask them to post to the website.

1. Opening Words - Sylvie
2. Check-In: one to two minute check-in:
3. Community Time / Public Comment - N/A
4. Acceptance of Agenda -

**MOTION:** \*\*\* made the motion to Accept the agenda

5. Written Correspondence (none)

**II. Electronic Motions (1 minute)**

1. Approval of the minutes happened electronically. John Griffith moved and Achsah seconded - all approved

**III. Reports (20 min)** - Written reports can be found at the end of the minutes. *Votes mentioned in reports will be taken in the business portion of the meeting.*

1. **President's Report** (Written)- Pam McIntire

2. **Vice President's Report** (Written) - Beverly Ryan
3. **Treasurer's Report** (Written) - Kay Frazier - Sandra is settling in well and the report was updated for the endowment. Sandra is looking at how reports are generated and the format may change.
4. **Lead Minister's Report** - (written) - Rev. Tim
5. **Minister of Faith Development's Report** (Oral) - Rev. Leia Durland-Jones - Faith Development - highlighted how well Rev Susan did while Rev Leia was away. There are some gaps- 4th and 5th grade volunteers, coming of age advisors and other advisors. Adult Faith Development on the back burner.
6. **Director of Administration and Finance Report** (written)- Sean Skally -.
7. **Building Use Task Force:** N/A
8. **Membership Report** (N/A)- Beth Jaeger-Landis  
320 members according to Breeze
9. **Board Liaison Reports**
  - Nom Committee: John - on hiatus
  - Personnel Committee : Bev - Carol Gardner has been a great help. Facilities Manager description generated. Board needs to approve the position to be posted. To be voted on via email once description is shared with the board. Kay is concerned about the lack of plan to cover administration/IT/Human Resources. DAF is owner of some major systems
  - Communications Committee: Achsah -
  - Building Committee: N/A

**BREAK AND GRATITUDE CARDS (5 min)** - Please think of people the Board should recognize for their recent contributions to our church community.

#### **IV. Business (40 min)**

- **Communications policy updated changes** (10 min) - Achsah
  - Policy changes listed at end of the July 2024 board report. Postponed to September meeting
- **Long Range Plan Committee** (10 min) - Goal is to prioritize LTP for year one
- **Overview of Being on the Board** (10 min) -
  - Quick history and purpose - Pam
  - Board's base functions and responsibilities
- **ReStatement of UU Retirement Plan** - (10) Bev - The board voted to accept the changes to the UUA Retirement Plan.

## **V. Review Agenda Items for Next Meeting (5 min) -**

### **VI. Closing Activities (5 min)**

1. Process Review – Tammy
2. Things to do and communicate: Hiring procedures/background checks to be added to the policy/guidelines
3. Closing Words - Sylvie

### **Dates to remember**

Next UU Charlottesville Executive Board Meeting: 9/12/2024

Next UU Charlottesville Board Meeting: 9/25/2024

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### **Reports to the Board**

#### **President's Report to the Board: August 28**

President's Report to the Board

August 2024

In the next months, the board will be supporting new and ongoing actions for the UUCville Three Year Plan that was approved by the congregation in June. It is an ambitious plan with many great ideas and tasks. It will take all of us to bring it into full Love in Action.

At the September board retreat, the board will decide which parts to focus on this year. We will determine which of all the many actions in the plan will be our new actions and how we will continue to focus support on the ongoing successes.

Below is a **sample** of ideas from the plan that we will consider for broad actions and each of the four areas of the Long Range Plan:

#### **Possible broad actions for the Board:**

- Reconstitute a Committee on Ministries
- Appoint a task force to re-examine the governing structure of the congregation to maximize our ability to be mission and ministry-driven
- Make the Stewardship Steering Committee (SSC) a permanent congregational committee
- Appoint a Volunteer Coordinator
- Develop Leadership training

### **I. Cultivating a safe and welcoming place for all**

- Develop a Comprehensive Building and Grounds Plan
- Enhance our Sunday morning Greeter program
- Support targeted outreach to UVA graduate students and other young adult communities and Provide young adults with staff/lay leadership and support
- Create a board-appointed Safe and Welcoming Team and Undertake and complete a wide-ranging Inclusivity audit of all UUCville ministries and programs
- Develop a UUCville Marketing Plan

## **II. Nurturing heart, mind, body, and spirit**

- Expand CareNet to support additional caring needs
- Expand Pastoral Care Programs & Support Groups
- Grow our Faith Development Ministry
  - Increase the breadth and depth of our faith development ministry for all ages
  - Center the children in the congregation, supporting parents, and providing more connections across generations
- Strengthen our Labyrinth Ministry.
- Expand Opportunities for Embodied Spiritual/Physical Healing
- Engage in “Beyond the Service” programs through periodic conversations about the service/sermon theme
- Continue to enhance worship and music programs
- Develop a Multigenerational Family ministry by Establish a Family Ministry “Council”
- Support and expand our Elder Ministry

## **III. Equity, justice, and peace for all people**

- Establish a series of opportunities for members of the congregation to learn about topics related to inequities
- Promote opportunities for UUCville members to be proximate with people we accompany, mostly in marginalized communities
- Enhance our Partnerships with groups in the larger community.
- Establish a Racial Justice Committee
- Establish a Reproductive Rights and Justice Committee
- Establish an LGBTQ+ Justice Committee
- Explore re-invigorating the Social Justice Council

## **IV. Equity, justice, and peace for the planet.**

- Build on our existing partnerships that promote sustainability
- Renew our commitment to UUA Green Sanctuary Program
- Participate in at least one Cville community environmental project per quarter
- Offer two environmentally-themed Sunday services per year
- Hold sustainable eating potlucks quarterly

- Develop Adult Faith Development and Young Adult/YRUU classes and activities on how to live more sustainably
- Share recommendations from the energy audit with the Building Committee
- Facilitate church participation in at least one Lobby/Advocacy day per year to advocate for pro-environmental legislation

This is going to be an exciting and productive year for UUCville. I look forward to seeing the results of our actions.

Submitted by, **Pam McIntire**, President

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**Vice President's Report to the Board: August 28**

### **Vice President's Report to the Board, August 2024**

#### **Fundraising Events:**

The Yard Sale was a success! Total earnings are being counted, and hopefully are up from last year.

The Fall Auction will be held this year on Saturday November 9.

Stay tuned for more info!

#### **Personnel Committee:**

Carol Gardner is leading a group to look at the tasks done by the DAF, now that we have removed bookkeeping. This is the next step in the work that was started last month, and the committee is working closely with Rev. Tim. The general categories that other duties fall under include Human Resources, IT support, facility management, and rental management.

A new policy requiring background checks for all new hires needs to be approved by the Board.

#### **Human Resources**

There is a current UUA retirement plan change that must be approved by the Board.

This is basically non-negotiable: we must accept the change to remain in the UUA plan. The changes are related to changes in Federal law and are more procedural than truly affecting the employee. A contact person is needed to receive paperwork and information about this change, and Carol Gardner has volunteered to fill this role. Carol and Cathy Lawder are interested in meeting with Sean to discuss and learn about these benefits as they are set up currently.

Here is a summary of changes and the wording of our approval:

#### **UUA Restatement of Retirement Plan**

Updating to comply with recent changes in the law, to make the Plan easier to administer, and to improve equity.

\*New plan will be implemented January 1, 2025.

Changes:

Compliance with new laws:

- During covid allowed for various withdrawal options
- Increase in required minimum distribution (RMD) age from age 72 to age 73 in 2023, and then to age 75 in 2033
- Addition of in-service withdrawal options with no penalty including hardships, qualified birth or adoption, domestic abuse and qualified disaster.

Standardizing the way employer contributions are calculated

- **Section 2.13:** The definition of Compensation used for calculating employer contributions has been updated and standardized with adjustments to W-2 income:
  - Include: amounts received as a housing allowance (clarification only)
  - Exclude: severance pay, payment in lieu of FICA, imputed insurance premiums, additional benefits not paid in cash, reimbursements for moving and travel

Eligibility for immediate employer contributions is expanding to include all UUA credentialed and certified professionals.

- **Section 2.50:** Completion of a Year of Eligibility Service (YOES) qualifies an employee for employer contributions. Definition updated to include ministers who have attained preliminary fellowship, and credentialed religious educators and certified music leaders.

**Section 4.1:** Roth contribution options have been added, as well as In-Plan Roth Rollover Contributions and In-Plan Roth Transfer Contributions.

**Section 4.6:** Removes auto enrollment election from the Employer Participation Agreement for all employers (except with 100 or more employees).

**Section 5.1 and 5.2:** Allow for more flexibility in changing employer contribution amounts. The congregation will be permitted to change its contribution percentage at the start of either the calendar year or fiscal year.

**Section 14:** Clarifies and simplifies overall plan and individual employer terminations.

**Items requiring vote:**

**Personnel Policy Manual Change:**

HIRING PROCEDURES

Background checks are required for all employees and independent contractors prior to final hiring (including ministers). The background check will include, at a minimum, a criminal records check and a sex offender registry search. A criminal record will not be

automatically disqualifying for employment, but will be reviewed in light of the job requirements and the specific crimes.

During the hiring process telephone reference checks and/or letters of inquiry will be conducted with educational institutions, previous employers, and other persons (provided by the applicant) to inquire about the individual's qualifications, performance, and conduct.

In all cases, the reference and background checks are to be conducted by the committee or person responsible for making the recommendation to call or to hire an individual. Once the recommendation is made, the results of the reference and background checks are to be delivered to the appropriate person for retention in files accessible to subsequent supervisors, or destruction.

All transcripts, letters, e-mail messages, and other documents received, and all notes of conversations conducted as a part of the reference check shall be retained as part of the person's personnel record if employed or accepted for service. This file shall be kept in a secure location, for example a locked file cabinet accessible only by the board chair and others as authorized by the Board of Trustees.

No such documents received in connection with persons who are not employed or accepted for service shall be retained except as mandated by law; those not so retained shall be destroyed.

#### BACKGROUND CHECKS

Background check requirements for employees (including ministers) and independent contractors are outlined in the Personnel Policy Manual.

**Background Check:** Required for this position. Results will be considered in light of the job responsibilities, specific crimes and unique circumstances.

#### **Sample Adoption Motion**

#### **Unitarian Universalist Organizations Retirement Plan**

[Adoption date]

Whereas the Unitarian Universalist Congregation of Charlottesville is committed to assisting all of its employees 18 years and older prepare for their retirement years, and;

Whereas the Unitarian Universalist Organizations Retirement Plan (the "Plan") is the retirement plan sponsored by the Unitarian Universalist Association, therefore;

Be it Resolved that the Unitarian Universalist Congregation of Charlottesville hereby adopts the 2025 Restatement of the Unitarian Universalist Organizations Retirement Plan with an implementation date of January 1, 2025 and commits to complying with all the provisions of the Plan and the elections made by Unitarian Universalist Congregation of Charlottesville in the 2025 Employer Participation Agreement that we submit to the UUA Retirement Plan Committee and they acknowledge receipt and approve via counter signature of same.

Respectfully,  
Bev Ryan

Submitted by, **Beverly Ryan**, Vice President

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**Treasurer's Report to the Board: August 28**

**Treasurer's Report  
August 2024**

**Treasurer's Report  
August 2024**

**Finance Committee**

**Highlights:**

- **Financial reports for the End of Fiscal FY 23-24, June 2024 were not provided for review.**
- **The Committee reviewed the July 2024 financial reports. The only significant question is why Breeze donation data does not match the Quickbook line item 3120, Prior Year Pledges. The reports are attached for the Board's review. To view the web financial dashboard click here:**<https://uucharlottesville.org/financial-information/>

**End of Year 23-24**

**The QuickBooks Budget to Actual Report for Year to Date as of June 30, 2024, FY 23-24 is showing a negative balance of \$10,061 (expenditures exceeding revenue). The Director of Administration and Finance is working to review and resolve issues with the Breeze data (data, donation tracking software) not matching Quickbooks (accounting software) line items. Our bookkeeper, Sandra Schwartz, will begin working next week to resolve all other accounting questions/issues for FY 23-24.**



**Submitted by: Kay Frazier, Treasurer**

Submitted by: **Kay Frazier**, Treasurer

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**Lead Minister's Report to the Board:** August 28

## **Lead Developmental Minister Report**

**August 2024**

It is so very good to be back at UUCville after a month of rest. I'm very grateful to all who made it possible for me to be away, including our guest preachers and worship weaver, our staff, and our many wonderful lay leaders, including and especially the Board of Trustees.

I can't begin to tell you how much I am looking forward to the new church year! First and foremost, I am so grateful to Rev. Susan Karlson for her wonderful sabbatical ministry. Rev. Susan served UUCville so well and certainly had big shoes to fill! I am also very excited to welcome Rev. Leia back. Having been away from us for the last six months, it was so apparent just how essential Rev. Leia is to our congregation, both in terms of her incredible knowledge and institutional memory but more so for her wisdom, creativity, and leadership. I can recall several mistakes or oversights that I made on non-RE parts of congregational life that led me to say, "That wouldn't have happened if Rev. Leia had been here!" Welcome back, Rev. Leia!

In addition to returning to the pulpit, August is always an incredibly busy month because so much planning for the upcoming church year is underway. And that planning is twice as intense with the approval of our long-range plan last spring. I have held so many meetings with various church leaders and groups as well as outside organizations in the last few weeks that I've lost count. Here are a few highlights that I think will give you a taste not just of how busy I've been, but how active and energetic our congregation is.

- UUCville will be present at **Cville Pride** on September 7 and I have a small but growing group of volunteers who will help with our table. If

any of you want to help please speak to me and if you plan to attend the festival, be sure to stop by our both.

- **Blue Ridge Transmasculine Support Group** – I'm very pleased to share that at the recommendation of Circe Strauss, we are donating space to a relatively new support group in Charlottesville that offers support and safe space to those identifying as transmasculine. The group has been meeting at UUCville since early July and seem very happy with the space and our hospitality.

- I had a very productive meeting with Frank Dukes to talk about how our congregation can move beyond a weekly land acknowledgement to engage with **the history of the land we occupy**. I look forward to continuing the conversation and working on this goal, which is part of the long-range plan.

- **UU the Vote** – In addition to the great work Ellie Syverud and others are doing with get-out-the-vote postcards, UUCville will be working closely with the regional UU the Vote initiative. A service was held on August 21 and a UUCville voter mobilization party will be held on Wednesday, September 18 from 6:30-8:30. That event will connect with UU the Vote technology and will involve phone and text banking as well as writing postcards. Hope you can join us!

- **Sin Barreras** – We have been invited by Sin Barreras to resume teaching the Pre-K English readiness class two days per week. I have been working on recruiting volunteer teachers and getting us ready to launch the fall semester on September 16.

- **Potential Partnership Conversations** – I have met with Price Thomas from City of Promise and Clio Schurtz from Virginia Organizing to explore working together and am also planning a conversation with Stephanie Nash from the Blue Ridge Abortion Fund to talk about ways UUCville can support BRAF in addition to a social action collection. I am also attending a clergy breakfast hosted by Impact and hope to engage in advocacy work around the reopening of a women's drug treatment center through Region 10.

- **Service Fair and Young Adult Open House** – the annual Service Fair will take place after the water communion service on September 8. In addition, I'm hoping to organize a kind of kick-off event for our young adult ministry and will be exploring dates with the group.

- **Membership Committee Retreat** – I attended the retreat on Sunday and the committee set key priorities for the upcoming year, including renewing a Sunday morning greeter program.

**Rev. Tim**, Lead Minister

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**Minister of Faith Development's Report:** August 28

**Rev. Leia**, Minister of Faith Development

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**Director of Administration and Finance's Report:** August 28

The fire panel was fully installed in the main building and are waiting to schedule for the summit house.

**Sean Skally**, Director of Administration and Finance

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**Membership Report for August 28, 2024**

Membership as of \_\_\_\_: \_\_\_\_

Additions:

Drops:

Membership as of \_\_\_\_: \_\_\_\_

Respectfully submitted, **Beth Jaeger-Landis**

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# Unitarian Universalist Congregation of Charlottesville



## Budget vs. Actuals July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
<b>Revenue</b>				
3000 Non-Profit Revenue				
3100 Pledged Donations				
3110 Current Year Pledges	97,653.43	460,000.00	362,346.57	21.23 %
3120 Prior Year Pledges	4,942.25	8,000.00	3,057.75	61.78 %
3130 Pledge Match	3,200.00	15,270.00	12,070.00	20.96 %
<b>Total 3100 Pledged Donations</b>	<b>105,795.68</b>	<b>483,270.00</b>	<b>377,474.32</b>	<b>21.89 %</b>
3200 Non-Pledged Donations				
3210 Current Yr Unpledged Donations	446.00	10,000.00	9,554.00	4.46 %
3220 Offering / Plate Cash	715.00	10,000.00	9,285.00	7.15 %
<b>Total 3200 Non-Pledged Donations</b>	<b>1,161.00</b>	<b>20,000.00</b>	<b>18,839.00</b>	<b>5.81 %</b>
<b>Total 3000 Non-Profit Revenue</b>	<b>106,956.68</b>	<b>503,270.00</b>	<b>396,313.32</b>	<b>21.25 %</b>
3300 Fundraising Income				
3310 Ongoing Fundraising				
3314 Grocery Scrip Profit	110.02	1,000.00	889.98	11.00 %
3331 Hospitality Contributions	16.00	200.00	184.00	8.00 %
<b>Total 3310 Ongoing Fundraising</b>	<b>126.02</b>	<b>1,200.00</b>	<b>1,073.98</b>	<b>10.50 %</b>
3320 Fundraising Events				
3321 Auction - Fall	50.00	6,000.00	5,950.00	0.83 %
3322 Auction - Spring		5,500.00	5,500.00	
3323 Yard Sale	686.00	6,000.00	5,314.00	11.43 %
<b>Total 3320 Fundraising Events</b>	<b>736.00</b>	<b>17,500.00</b>	<b>16,764.00</b>	<b>4.21 %</b>
3330 Other Fundraising		2,500.00	2,500.00	
<b>Total 3300 Fundraising Income</b>	<b>862.02</b>	<b>21,200.00</b>	<b>20,337.98</b>	<b>4.07 %</b>
3500 Other Revenue				
3510 Building User Fees	1,235.00	22,000.00	20,765.00	5.61 %
3520 Bank Interest	8.57	300.00	291.43	2.86 %
3525 CD Interest	105.53		-105.53	
<b>Total 3520 Bank Interest</b>	<b>114.10</b>	<b>300.00</b>	<b>185.90</b>	<b>38.03 %</b>
3530 Endowment Transfer		20,000.00	20,000.00	
3540 Abrahamse Fund (Music)		774.00	774.00	
3550 Bristol Fund (B & G)		3,259.00	3,259.00	
3560 Cheetham Fund (RE)		826.00	826.00	
3570 CEF Bond Income		908.00	908.00	
3580 Transfer from Operating Reserve		15,000.00	15,000.00	
<b>Total 3500 Other Revenue</b>	<b>1,349.10</b>	<b>63,067.00</b>	<b>61,717.90</b>	<b>2.14 %</b>
<b>Total Revenue</b>	<b>\$108,167.80</b>	<b>\$587,537.00</b>	<b>\$478,369.20</b>	<b>18.58 %</b>
<b>GROSS PROFIT</b>	<b>\$108,167.80</b>	<b>\$587,537.00</b>	<b>\$478,369.20</b>	<b>18.58 %</b>
<b>Expenditures</b>				

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
4000 Payroll and Staff Expenses				
4200 Payroll - Wages	28,825.36	254,638.65	225,813.29	11.32 %
4210 Payroll - Payment In Lieu of FICA	817.83	7,219.99	6,402.16	11.33 %
4220 Payroll - Housing Non Taxable	5,433.00	47,086.72	41,653.72	11.54 %
4300 Payroll - Benefits				
4310 Health Insurance	8,488.12	49,949.81	41,461.69	16.99 %
4320 Dental Insurance	392.00	2,784.00	2,392.00	14.08 %
4330 Life Insurance	395.41	2,523.38	2,127.97	15.67 %
4340 Long Term Disability	526.83	3,905.24	3,378.41	13.49 %
4350 Pension	3,388.69	30,040.20	26,651.51	11.28 %
<b>Total 4300 Payroll - Benefits</b>	<b>13,191.05</b>	<b>89,202.63</b>	<b>76,011.58</b>	<b>14.79 %</b>
4400 Payroll Taxes	1,649.02	15,760.05	14,111.03	10.46 %
4500 Professional Expenses				
4501 Lead Minister Prof Expenses	938.26	4,000.00	3,061.74	23.46 %
4502 Minister of Faith Development Prof Expenses	13.68	5,000.00	4,986.32	0.27 %
4503 Dir of Admin and Finance Prof Expenses		1,500.00	1,500.00	
4504 Dir of Music Prof Expenses		750.00	750.00	
<b>Total 4500 Professional Expenses</b>	<b>951.94</b>	<b>11,250.00</b>	<b>10,298.06</b>	<b>8.46 %</b>
4600 Media Production and Management 1099	579.00	7,725.00	7,146.00	7.50 %
4601 Bookkeeping Contractor	300.00		-300.00	
4700 Workers' Compensation Insurnace		1,600.00	1,600.00	
4800 Payroll Processing Fees	656.78	5,000.00	4,343.22	13.14 %
4900 Sabbatical Reserve Fund		500.00	500.00	
<b>Total 4000 Payroll and Staff Expenses</b>	<b>52,403.96</b>	<b>439,983.04</b>	<b>387,579.06</b>	<b>11.91 %</b>
5000 Office/General Administrative Expenditures	15.50		-15.50	
5100 Worship				
5110 Worship Service Expenses		900.00	900.00	
5140 Music Expenses		750.00	750.00	
5150 Pianist		3,500.00	3,500.00	
5160 Abrahamse Fund (Music) Expense		774.00	774.00	
5170 Instrument service		1,500.00	1,500.00	
<b>Total 5100 Worship</b>		<b>7,424.00</b>	<b>7,424.00</b>	
5200 Faith Development				
5201 RE Children & Youth	107.35	6,000.00	5,892.65	1.79 %
5202 Young Adult Ministry		500.00	500.00	
5210 Women's Spirit		100.00	100.00	
5601 Cheetham Fund Expense (RE)		826.00	826.00	
<b>Total 5200 Faith Development</b>	<b>107.35</b>	<b>7,426.00</b>	<b>7,318.65</b>	<b>1.45 %</b>
5300 Beloved Community - Internal				
5302 Membership & Mem Tracking		500.00	500.00	
5303 Volunteer Relations		75.00	75.00	
5304 Childcare	516.75	4,000.00	3,483.25	12.92 %
<b>Total 5300 Beloved Community - Internal</b>	<b>516.75</b>	<b>4,575.00</b>	<b>4,058.25</b>	<b>11.30 %</b>
5400 Faith Witness - External				
5404 UUA Annual Program Fund		5,000.00	5,000.00	
5408 Justice Ministries		250.00	250.00	
5411 Ministry for Earth		500.00	500.00	
<b>Total 5400 Faith Witness - External</b>		<b>5,750.00</b>	<b>5,750.00</b>	

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
5500 Congregational Administration				
5500-00 Safety and Security	278.29	500.00	221.71	55.66 %
5502 Communications	60.00	1,600.00	1,540.00	3.75 %
5505 Hospitality	137.01	2,000.00	1,862.99	6.85 %
5513 Office Expense and Supplies				
5510 Cleaning Service	3,016.04	23,000.00	19,983.96	13.11 %
5512 Cleaning Supplies		1,000.00	1,000.00	
5514 Trash/Supplies/Fire Extinguish		2,000.00	2,000.00	
<b>Total 5512 Cleaning Supplies</b>		<b>3,000.00</b>	<b>3,000.00</b>	
5513-00 Online Subscription Fees	119.80	6,000.00	5,880.20	2.00 %
5513-01 Office Supplies	1,060.88	2,000.00	939.12	53.04 %
5515 Computer Maintenance	547.08	3,000.00	2,452.92	18.24 %
5517 Photocopies and Printing	7.36	1,500.00	1,492.64	0.49 %
5521 Postage	38.00	700.00	662.00	5.43 %
<b>Total 5513 Office Expense and Supplies</b>	<b>4,789.16</b>	<b>39,200.00</b>	<b>34,410.84</b>	<b>12.22 %</b>
5518 Financial Services Charges		4,000.00	4,000.00	
5518-02 BreezeCHMS Fees	191.60		-191.60	
5519 Credit Card Fees		600.00	600.00	
5519-00 Bank Fees		250.00	250.00	
<b>Total 5518 Financial Services Charges</b>	<b>191.60</b>	<b>4,850.00</b>	<b>4,658.40</b>	<b>3.95 %</b>
5523 Fund Raising Expense				
5522 Pledge Program Expense		300.00	300.00	
5525 Other Fundraising Expense		300.00	300.00	
<b>Total 5523 Fund Raising Expense</b>		<b>600.00</b>	<b>600.00</b>	
5526 Property Tax and Stormwater Assessment		1,100.00	1,100.00	
5527 Multi-Peril Insurance	73.00	12,000.00	11,927.00	0.61 %
5528 Accounting Fees		3,000.00	3,000.00	
5529 Legal Expense		500.00	500.00	
5530 Contingency		2,000.00	2,000.00	
5550 Buildings and Grounds				
5551 Main Building Maintenance Expenses	1,146.01	1,650.00	503.99	69.46 %
5552 Buildings Contractual Maintenance	428.80	8,400.00	7,971.20	5.10 %
<b>Total 5551 Main Building Maintenance Expenses</b>	<b>1,574.81</b>	<b>10,050.00</b>	<b>8,475.19</b>	<b>15.67 %</b>
5553 Bristol Fund Expense (B&G)		3,259.00	3,259.00	
5554 Summit House Maintenance Expenses		1,150.00	1,150.00	
5556 Grounds Contractual Services	1,800.00	7,800.00	6,000.00	23.08 %
5559 Gardens and Grounds Expenses	819.21	1,200.00	380.79	68.27 %
5561 Buildings Reserve		3,000.00	3,000.00	
<b>Total 5550 Buildings and Grounds</b>	<b>4,194.02</b>	<b>26,459.00</b>	<b>22,264.98</b>	<b>15.85 %</b>
5580 Utilities				
5581 Telephone & Internet	463.10	3,600.00	3,136.90	12.86 %
5582 717 Main Bldg Gas, Water, & Sewer	780.21	4,000.00	3,219.79	19.51 %
5583 717 Main Bldg Electricity	940.08	8,000.00	7,059.92	11.75 %
5584 Summit Gas, Water & Sewer		350.00	350.00	
5585 Summit House Electricity	296.16	3,000.00	2,703.84	9.87 %
5586 Edgewood Lane Parking Lot Electricity	14.42	300.00	285.58	4.81 %
5587 Trash and Recycling	246.00		-246.00	
<b>Total 5580 Utilities</b>	<b>2,739.97</b>	<b>19,250.00</b>	<b>16,510.03</b>	<b>14.23 %</b>

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
<b>Total 5500 Congregational Administration</b>	<b>12,463.05</b>	<b>113,059.00</b>	<b>100,595.95</b>	<b>11.02 %</b>
5900 Debt Service				
5901 Other Debit Service Expenses		5,000.00	5,000.00	
5902 CEF Bonds Int Expense		4,859.00	4,859.00	
5903 CEF Member Bonds Principal		908.00	908.00	
<b>Total 5900 Debt Service</b>		<b>10,767.00</b>	<b>10,767.00</b>	
<b>Total 5000 Office/General Administrative Expenditures</b>	<b>13,102.65</b>	<b>149,001.00</b>	<b>135,896.35</b>	<b>8.79 %</b>
<b>Total Expenditures</b>	<b>\$65,506.63</b>	<b>\$588,984.04</b>	<b>\$523,477.41</b>	<b>11.12 %</b>
NET OPERATING REVENUE	<b>\$43,661.17</b>	<b>\$ -1,447.04</b>	<b>\$ -45,108.21</b>	<b>-3,017.27 %</b>
NET REVENUE	<b>\$43,661.17</b>	<b>\$ -1,447.04</b>	<b>\$ -45,108.21</b>	<b>-3,017.27 %</b>

# Unitarian Universalist Congregation of Charlottesville



## Budget vs. Actuals July 2024

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
<b>Revenue</b>				
3000 Non-Profit Revenue				
3100 Pledged Donations				
3110 Current Year Pledges	96,643.25	38,333.33	-58,309.92	252.11 %
3120 Prior Year Pledges	4,942.25	666.67	-4,275.58	741.33 %
3130 Pledge Match	3,200.00	1,272.50	-1,927.50	251.47 %
<b>Total 3100 Pledged Donations</b>	<b>104,785.50</b>	<b>40,272.50</b>	<b>-64,513.00</b>	<b>260.19 %</b>
3200 Non-Pledged Donations				
3210 Current Yr Unpledged Donations	446.00	833.33	387.33	53.52 %
3220 Offering / Plate Cash	715.00	833.33	118.33	85.80 %
<b>Total 3200 Non-Pledged Donations</b>	<b>1,161.00</b>	<b>1,666.66</b>	<b>505.66</b>	<b>69.66 %</b>
<b>Total 3000 Non-Profit Revenue</b>	<b>105,946.50</b>	<b>41,939.16</b>	<b>-64,007.34</b>	<b>252.62 %</b>
3300 Fundraising Income				
3310 Ongoing Fundraising				
3314 Grocery Scrip Profit	110.02	83.33	-26.69	132.03 %
3331 Hospitality Contributions	16.00	16.67	0.67	95.98 %
<b>Total 3310 Ongoing Fundraising</b>	<b>126.02</b>	<b>100.00</b>	<b>-26.02</b>	<b>126.02 %</b>
3320 Fundraising Events				
3321 Auction - Fall	50.00	500.00	450.00	10.00 %
3322 Auction - Spring		458.33	458.33	
3323 Yard Sale	686.00	500.00	-186.00	137.20 %
<b>Total 3320 Fundraising Events</b>	<b>736.00</b>	<b>1,458.33</b>	<b>722.33</b>	<b>50.47 %</b>
3330 Other Fundraising				
<b>Total 3300 Fundraising Income</b>	<b>862.02</b>	<b>1,766.66</b>	<b>904.64</b>	<b>48.79 %</b>
3500 Other Revenue				
3510 Building User Fees	1,235.00	1,833.33	598.33	67.36 %
3520 Bank Interest	8.57	25.00	16.43	34.28 %
3525 CD Interest	105.53		-105.53	
<b>Total 3520 Bank Interest</b>	<b>114.10</b>	<b>25.00</b>	<b>-89.10</b>	<b>456.40 %</b>
3530 Endowment Transfer		1,666.67	1,666.67	
3540 Abrahamse Fund (Music)		64.50	64.50	
3550 Bristol Fund (B & G)		271.58	271.58	
3560 Cheetham Fund (RE)		68.83	68.83	
3570 CEF Bond Income		75.67	75.67	
3580 Transfer from Operating Reserve		1,250.00	1,250.00	
<b>Total 3500 Other Revenue</b>	<b>1,349.10</b>	<b>5,255.58</b>	<b>3,906.48</b>	<b>25.67 %</b>
<b>Total Revenue</b>	<b>\$108,157.62</b>	<b>\$48,961.40</b>	<b>\$ -59,196.22</b>	<b>220.90 %</b>
<b>GROSS PROFIT</b>	<b>\$108,157.62</b>	<b>\$48,961.40</b>	<b>\$ -59,196.22</b>	<b>220.90 %</b>
<b>Expenditures</b>				



	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
4000 Payroll and Staff Expenses				
4200 Payroll - Wages	28,825.36	21,219.89	-7,605.47	135.84 %
4210 Payroll - Payment In Lieu of FICA	817.83	601.67	-216.16	135.93 %
4220 Payroll - Housing Non Taxable	5,433.00	3,923.89	-1,509.11	138.46 %
4300 Payroll - Benefits				
4310 Health Insurance	4,233.56	4,162.48	-71.08	101.71 %
4320 Dental Insurance	196.00	232.00	36.00	84.48 %
4330 Life Insurance	229.66	210.28	-19.38	109.22 %
4340 Long Term Disability	355.66	325.44	-30.22	109.29 %
4350 Pension		2,503.35	2,503.35	
<b>Total 4300 Payroll - Benefits</b>	<b>5,014.88</b>	<b>7,433.55</b>	<b>2,418.67</b>	<b>67.46 %</b>
4400 Payroll Taxes	1,649.02	1,313.34	-335.68	125.56 %
4500 Professional Expenses				
4501 Lead Minister Prof Expenses	925.00	333.33	-591.67	277.50 %
4502 Minister of Faith Development Prof Expenses	13.68	416.67	402.99	3.28 %
4503 Dir of Admin and Finance Prof Expenses		125.00	125.00	
4504 Dir of Music Prof Expenses		62.50	62.50	
<b>Total 4500 Professional Expenses</b>	<b>938.68</b>	<b>937.50</b>	<b>-1.18</b>	<b>100.13 %</b>
4600 Media Production and Management 1099	381.00	643.75	262.75	59.18 %
4601 Bookkeeping Contractor	300.00		-300.00	
4700 Workers' Compensation Insurnace		133.33	133.33	
4800 Payroll Processing Fees	320.16	416.67	96.51	76.84 %
4900 Sabbatical Reserve Fund		41.67	41.67	
<b>Total 4000 Payroll and Staff Expenses</b>	<b>43,679.93</b>	<b>36,665.26</b>	<b>-7,014.67</b>	<b>119.13 %</b>
5000 Office/General Administrative Expenditures				
5100 Worship				
5110 Worship Service Expenses		75.00	75.00	
5140 Music Expenses		62.50	62.50	
5150 Pianist		291.67	291.67	
5160 Abrahamse Fund (Music) Expense		64.50	64.50	
5170 Instrument service		125.00	125.00	
<b>Total 5100 Worship</b>		<b>618.67</b>	<b>618.67</b>	
5200 Faith Development				
5201 RE Children & Youth		500.00	500.00	
5202 Young Adult Ministry		41.67	41.67	
5210 Women's Spirit		8.33	8.33	
5601 Cheetham Fund Expense (RE)		68.83	68.83	
<b>Total 5200 Faith Development</b>		<b>618.83</b>	<b>618.83</b>	
5300 Beloved Community - Internal				
5302 Membership & Mem Tracking		41.67	41.67	
5303 Volunteer Relations		6.25	6.25	
5304 Childcare	374.25	333.33	-40.92	112.28 %
<b>Total 5300 Beloved Community - Internal</b>	<b>374.25</b>	<b>381.25</b>	<b>7.00</b>	<b>98.16 %</b>
5400 Faith Witness - External				
5404 UUA Annual Program Fund		416.67	416.67	
5408 Justice Ministries		20.83	20.83	
5411 Ministry for Earth		41.67	41.67	
<b>Total 5400 Faith Witness - External</b>		<b>479.17</b>	<b>479.17</b>	

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
5500 Congregational Administration				
5500-00 Safety and Security	278.29	41.67	-236.62	667.84 %
5502 Communications	60.00	133.33	73.33	45.00 %
5505 Hospitality	102.70	166.67	63.97	61.62 %
5513 Office Expense and Supplies				
5510 Cleaning Service	1,623.94	1,916.67	292.73	84.73 %
5512 Cleaning Supplies		83.33	83.33	
5514 Trash/Supplies/Fire Extinguish		166.67	166.67	
<b>Total 5512 Cleaning Supplies</b>		<b>250.00</b>	<b>250.00</b>	
5513-00 Online Subscription Fees	119.80	500.00	380.20	23.96 %
5513-01 Office Supplies	1,060.88	166.67	-894.21	636.52 %
5515 Computer Maintenance	547.08	250.00	-297.08	218.83 %
5517 Photocopies and Printing	7.36	125.00	117.64	5.89 %
5521 Postage	38.00	58.33	20.33	65.15 %
<b>Total 5513 Office Expense and Supplies</b>	<b>3,397.06</b>	<b>3,266.67</b>	<b>-130.99</b>	<b>103.99 %</b>
5518 Financial Services Charges		333.33	333.33	
5518-02 BreezeCHMS Fees	158.61		-158.61	
5519 Credit Card Fees		50.00	50.00	
5519-00 Bank Fees		20.83	20.83	
<b>Total 5518 Financial Services Charges</b>	<b>158.61</b>	<b>404.16</b>	<b>245.55</b>	<b>39.24 %</b>
5523 Fund Raising Expense				
5522 Pledge Program Expense		25.00	25.00	
5525 Other Fundraising Expense		25.00	25.00	
<b>Total 5523 Fund Raising Expense</b>		<b>50.00</b>	<b>50.00</b>	
5526 Property Tax and Stormwater Assessment		91.67	91.67	
5527 Multi-Peril Insurance	73.00	1,000.00	927.00	7.30 %
5528 Accounting Fees		250.00	250.00	
5529 Legal Expense		41.67	41.67	
5530 Contingency		166.67	166.67	
5550 Buildings and Grounds				
5551 Main Building Maintenance Expenses	42.01	137.50	95.49	30.55 %
5552 Buildings Contractual Maintenance	159.40	700.00	540.60	22.77 %
<b>Total 5551 Main Building Maintenance Expenses</b>	<b>201.41</b>	<b>837.50</b>	<b>636.09</b>	<b>24.05 %</b>
5553 Bristol Fund Expense (B&G)		271.58	271.58	
5554 Summit House Maintenance Expenses		95.83	95.83	
5556 Grounds Contractual Services	1,800.00	650.00	-1,150.00	276.92 %
5559 Gardens and Grounds Expenses	341.44	100.00	-241.44	341.44 %
5561 Buildings Reserve		250.00	250.00	
<b>Total 5550 Buildings and Grounds</b>	<b>2,342.85</b>	<b>2,204.91</b>	<b>-137.94</b>	<b>106.26 %</b>
5580 Utilities				
5581 Telephone & Internet	231.55	300.00	68.45	77.18 %
5582 717 Main Bldg Gas, Water, & Sewer	369.45	333.33	-36.12	110.84 %
5583 717 Main Bldg Electricity	377.80	666.67	288.87	56.67 %
5584 Summit Gas, Water & Sewer		29.17	29.17	
5585 Summit House Electricity	119.96	250.00	130.04	47.98 %
5586 Edgewood Lane Parking Lot Electricity	14.42	25.00	10.58	57.68 %
5587 Trash and Recycling	123.00		-123.00	
<b>Total 5580 Utilities</b>	<b>1,236.18</b>	<b>1,604.17</b>	<b>367.99</b>	<b>77.06 %</b>

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
<b>Total 5500 Congregational Administration</b>	<b>7,648.69</b>	<b>9,421.59</b>	<b>1,772.90</b>	<b>81.18 %</b>
5900 Debt Service				
5901 Other Debit Service Expenses		416.67	416.67	
5902 CEF Bonds Int Expense		404.92	404.92	
5903 CEF Member Bonds Principal		75.67	75.67	
<b>Total 5900 Debt Service</b>		<b>897.26</b>	<b>897.26</b>	
<b>Total 5000 Office/General Administrative Expenditures</b>	<b>8,022.94</b>	<b>12,416.77</b>	<b>4,393.83</b>	<b>64.61 %</b>
<b>Total Expenditures</b>	<b>\$51,702.87</b>	<b>\$49,082.03</b>	<b>\$ -2,620.84</b>	<b>105.34 %</b>
NET OPERATING REVENUE	<b>\$56,454.75</b>	<b>\$ -120.83</b>	<b>\$ -56,575.38</b>	<b>-46,799.93 %</b>
NET REVENUE	<b>\$56,454.75</b>	<b>\$ -120.83</b>	<b>\$ -56,575.38</b>	<b>-46,799.93 %</b>

# Unitarian Universalist Congregation of Charlottesville

## Statement of Financial Position

As of July 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1010 UVA CCU Checking (80)	146,110.88
1020 UVA CCU Savings (00)	55,455.68
1025 CD 9 Months at 5%	25,519.98
1090 PayPal Bank	0.00
<b>Total Bank Accounts</b>	<b>\$227,086.54</b>
Other Current Assets	
1101 UU Common Endowment Fund	721,824.92
1200 Member Bonds	
1201 Bonds Held by Restricted Funds	
1201-01 Cheetham Bonds Principal (RE)	16,213.87
1201-02 Bristol Bonds Principal	65,225.22
1201-03 Abrahamse Bonds Principal	15,641.86
<b>Total 1201 Bonds Held by Restricted Funds</b>	<b>97,080.95</b>
1202 CEF Bonds Principal	12,919.05
<b>Total 1200 Member Bonds</b>	<b>110,000.00</b>
Uncategorized Asset	0.00
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$831,824.92</b>
<b>Total Current Assets</b>	<b>\$1,058,911.46</b>
Fixed Assets	
1520 Church Building	830,528.82
1525 Church Addition	572,114.00
1530 Church Land	55,000.00
1560 Summit House Building	475,148.00
1570 Summit House Land	150,000.00
<b>Total Fixed Assets</b>	<b>\$2,082,790.82</b>
<b>TOTAL ASSETS</b>	<b>\$3,141,702.28</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
WFCC Caroline's x2724 / x7330	108.26
WFCC Leia's x0770 / x0895	32.68
WFCC Sean's x6444 /x2064	8,907.90
WFCC Tim's x2440 / x5872	1,135.30

	TOTAL
<b>Total Credit Cards</b>	<b>\$10,184.14</b>
Other Current Liabilities	
2060 Health Premium WH	-404.91
2070 Dental Premium WH	-229.44
2080 Pension Contrib WH	21,835.66
2100 Other Liabilities Total	
2110 Capital Reserve Fund	983.49
2112 Food Pantry	6,958.09
2114 Music Programs	414.21
2116 Labyrinth Project	666.20
2119 AFD - Adult Faith Development	5,778.42
2120 Public Radio Fund	0.00
2122 Children's Service Offering	692.51
2123 Coming of Age (ASP)	13.52
2127 Cluster Conference/RJ Funds	152.73
2131 Building and Grounds Reserve	4,755.71
2132 Endowment Holding For Transfer	5,461.71
2134 Minister's Discretionary Fund	10,345.92
2135 Sabbatical Fund	9,952.63
2137 Future Year Pledges	8,140.00
2138 Future Year Pledge Matches	0.00
2139 IHS Meal Packets	7,357.53
2141 Remembrance Garden	12,437.09
2143 Operating Reserve	6,320.48
2147 Green Building Improvements	898.66
2150 Refugee Welcome Collection	2,241.01
2160 Summit House HVAC Project	0.00
2161 Word Of Thanks Books	75.00
2170 Insurance Claims	0.00
2175 Commonwealth Glass Payments	835.16
<b>Total 2100 Other Liabilities Total</b>	<b>84,480.07</b>
2300 Special Collections	
2301 New Sign	0.00
2310 Social Action Collections (SAC)	2,686.84
<b>Total 2300 Special Collections</b>	<b>2,686.84</b>
2400 Reserve Projects	
2401 Buildings and Grounds Projects	
2401-2024-00 Summit House Porch Project	1,510.46
2401-2024-01 Slate Removal Project	0.00
2401-2024-02 Parking Lot Lights	0.00
2401-2024-03 Fire Panel Replacement Project	-6,353.23
<b>Total 2401 Buildings and Grounds Projects</b>	<b>-4,842.77</b>
<b>Total 2400 Reserve Projects</b>	<b>-4,842.77</b>
<b>Total Other Current Liabilities</b>	<b>\$103,525.45</b>
<b>Total Current Liabilities</b>	<b>\$113,709.59</b>

	TOTAL
Long-Term Liabilities	
2230 Other Long Term Liabilities	
2231 Summit House Bonds	110,000.00
2232 No Interest Member Loan	34,000.00
<b>Total 2230 Other Long Term Liabilities</b>	<b>144,000.00</b>
<b>Total Long-Term Liabilities</b>	<b>\$144,000.00</b>
<b>Total Liabilities</b>	<b>\$257,709.59</b>
Equity	
Opening Balance Equity	0.00
Prior Period Adjustment	2,628,387.14
Reconciliation Adjustments	102,957.17
Retained Earnings	-56,330.23
Net Revenue	208,978.61
<b>Total Equity</b>	<b>\$2,883,992.69</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,141,702.28</b>